

Office Memorandum • ~~SECRET~~ **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 8 August 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #32
2 August through 8 August 1956

25 YEAR RE-REVIEW

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 30 July there were 107 people in Clerical Induction Training and 48 people in Clerical Orientation.

(2) The results from the official Agency tests administered by Clerical Induction for Entrance-on-Duty employees for the week of 31 July are as follows: Of 12 people tested in shorthand, 9 qualified; of 20 people tested in typing, 8 qualified.

(3) The results from the official Agency tests administered by Clerical Refresher for employees already on Agency assignments are as follows: Of 12 people tested in shorthand, none qualified; of 20 people tested in typing, 8 qualified.

(4) Mrs. [] Chief, Clerical Induction Training, attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 30 July. 25X1

(5) On 6 August Mrs. [] administered a typewriting test to ten servicemen who have come on duty and will be assigned to Commo. 25X1

b. Intelligence Orientation

(1) On 31 July Mr. [] met with G/JOTP and two members of the IO Division to discuss the scope of orientation in selected aspects of PP activity. 25X1

25X1 (2) On 2 August Messrs. [] met with Mr. [] OCR Training Officer, to discuss aspects of Intelligence Orientation and to engage the services of Mr. [] as a lecturer. 25X1

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(3) On 3 August Messrs. [] met with [] training Officer, to discuss the scope of orientation, organization and functions insofar as Intelligence Orientation is concerned. [] made several suggestions which require coordination with DD/I, DD/S and OTR components.

(4) [] conducted a number of interviews with OCR personnel in preparation for development of the special training course for document analysts.

(5) [] visited [] 6 August to listen to coverage given the Related Mission Directive.

c. Orientation and Briefing

(1) On 2 August the CIA Introduction Program was conducted for 62 people. An Introduction Program will be given for each of the next successive six weeks in order to accommodate the many persons who are being inducted into the Agency.

(2) The Office of Security requested that C/OB present a special program on 20 August for a group of individuals who will do special work for the Security Office.

(3) A letter from Brig. General Binney expressed very favorable reactions to the presentation by C/OB at the Marine Convention in Cherry Point, N. C. He also invited C/OB to do a repeat performance at El Toro, California, for the convention this month. Because of pending possibilities, [] suggested that the letter be held for a few days before making a formal reply.

d. Management Training

(1) FE interest in a possible management presentation continues. We have had one further discussion this week with [] concerning possible coverage and duration of such a program. Discussions are still in the preliminary stages, considerably short of definite commitments on our part or on the part of FE.

(2) OSI has firmed up its standing request for a Management Conference for AD and principal officers. Dates requested are 15-19 October, inclusive.

e. Intelligence Training

Nothing to report.

f. Instructor Training

Nothing to report.

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g. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

h. Reading Improvement

(1) On 6 August the Chief, Reading Improvement, visited the General Accounting Office's Management and Executive Skills Course and obtained a course outline. Using suggestions obtained from this visit, a suggested outline for a similar course, adapted to intelligence activity, has been prepared and is undergoing review.

(2) Course materials, exercises, and progress measurement tests for the OCR Training Program which will be conducted next week are prepared.

i. Administrative Training

(1) A memo has been submitted through channels to D/TR requesting production of a training film on logistical support of operations as supplied by a small field station.

(2) The tradecraft portion of the current Operations Support ended on Friday. This was the first student group to receive the new "Tradecraft Manual" and they were most enthusiastic about it. Comments have also been received from students in the War Plans Course regarding the Manual. They were uniformly enthusiastic, both about the Manual and the manner in which it was used.

(3) On Friday afternoon Mr. [] gave a briefing on various tradecraft theories to three JOT's who are presently taking Intelligence Techniques.

(4) Mr. [] has returned to this office the background material of the Finance Handbook, along with data to answer Mr. [] memo.

3. PERSONNEL NOTES

a. Miss [] returned on 6 August from her temporary assignment with the Intelligence Techniques Course.

b. Mr. [] on annual leave from 6 through 10 August.

c. Mr. [] is on annual leave from 6 through 17 August.

d. Mr. [] returned from annual leave on 6 August.

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